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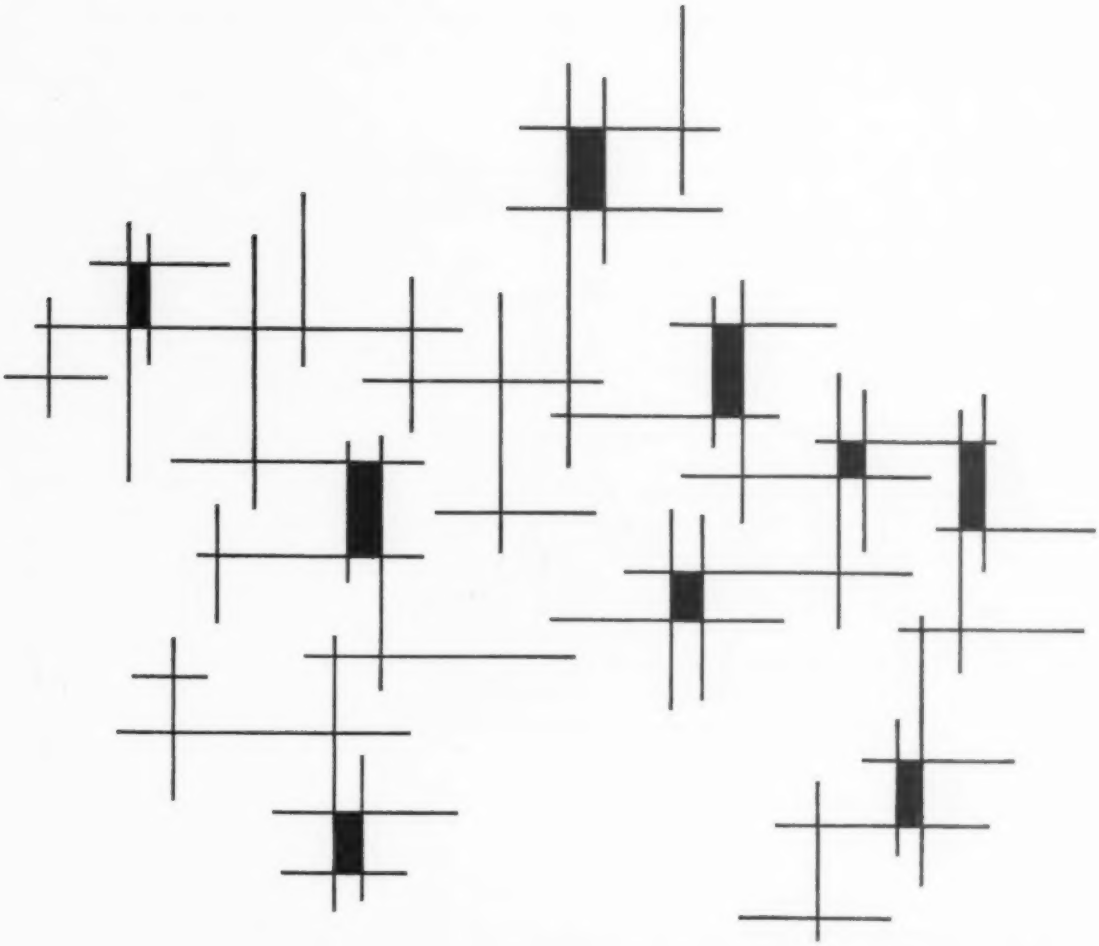
Personnel Literature



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ABSENTEEISM

6-1

Mandl, M. F.

Why attendance improvement programs fail. Canadian personnel and industrial relations journal, 25:30-35, May 1978.

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A case for state mandated minimum selection standards for police officers. Public personnel management, 7:135-142, March-April 1978.

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The constitutionality of residency requirements for municipal officials and employees. Washington, National Institute of Municipal Law Officers, 1977. 70p. (MIMLO research report 160)
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Organizational transitions: managing complex change. Reading, Mass., Addison-Wesley Pub. Co., 1977. 110p.
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Feedback and organization development: using data-based methods. Reading, Mass., Addison-Wesley Pub. Co., 1977. 203p.
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Shaping the defense civilian work force. Washington, U.S. Govt Print. Off., 1977. 83p. (S. com. print. 95th Cong.)
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The jurocracy; government lawyers, agency programs, and judicial decisions. Lexington, Mass., D. C. Heath, 1977. 145p.
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The Federalists and the origins of the U.S. civil service. New York, New York University Press, 1977. 381p.

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Directory of key officials, December 1977. Prepared by Bureau of Management Services, Office Services Division. Washington, 1977. Leaflet. (CSC doc. 118-17-6)

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Descriptors: *Civil service reform--Bibliography / *Compensation--Bibliography / *Executives--Bibliography / *Veterans--Preference--Bibliography / Federal government.

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Descriptors: *Performance-based pay--Case studies / Performance-based pay--Evaluation.

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All about compensation. Detroit? 1977. 20p.
Descriptors: *Pay administration--Handbooks, manuals, etc. / *Handbooks, Employee.

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The rising cost of benefits and their impact on profitability. Management world, 7:8-11, March 1978.
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Levin, Beth A.
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Descriptors: *Retirement benefits / *Insurance, Health / *Insurance, Life / Federal government.

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Federal employee benefit programs; retirement, life insurance, health benefits. Prepared by Bureau of Retirement, Insurance, and Occupational Health. Washington, 1977. 22p.
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Relating performance evaluation to compensation of public sector employees. Public personnel management, 7:72-79, March-April 1978.
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Partial contents: Distributed processing and the data processing professional; Distributed processing and management.
Descriptors: *Electronic data processing departments--Management / *Electronic data processing personnel / *Computers.

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What to do about the employee with a drinking problem. Long Grove, Ill., Kemper Insurance Companies, 1977?
Descriptors: *Alcoholic employees--Rehabilitation / *Alcoholic employees--Personnel policies.

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Women's work, women's health; myths and realities. New York, Pantheon Books, 1977. 262p.
Descriptors: *Women employees--Health / *Women--Employment / *Health, Employee.

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God and man in the workplace. Advisor (Navy, Office of Civilian Manpower Management), 12:4-13+, Spring 1978.
Descriptors: *Religious discrimination / Religious discrimination--Law and legislation / Collective labor agreements / Union members / Work clothes.

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Making waves without drowning; a handbook for Federal EEO complainants. Washington, 1977. 12p.
Descriptors: *Equal opportunity in employment / *Discrimination appeals / *Grievances--Procedures--Handbooks, manuals, etc. / Federal government.

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Descriptors: *Discrimination / *Grievance arbitration / *Grievances--Procedures / *Equal opportunity in employment--Law and legislation.

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Descriptors: *Equal opportunity in employment--Addresses, essays, lectures / *Grievances--Procedures / *Interviewing / *Equal opportunity in employment--Glossaries, vocabularies, etc.

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Descriptors: *Affirmative action plans--Handbooks, manuals, etc. / *Affirmative action / Municipal government.

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PR: 'the velvet ghetto' of affirmative action. Business week, p. 122, May 8, 1978.
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The effects of sex, marital status, and educational background on selection decisions. Academy of Management journal, 21:93-103, March 1978.
Descriptors: *Selection--Research / *Job applicants--Characteristics / *Women--Discrimination / Marriage / Job applicants--Evaluation / Education.

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Descriptors: *Equal opportunity in employment--Law and legislation / *Griggs v. Duke Power Company.

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Sugarman, Jule M.
A plan for special emphasis employment programs. Rev. ed. Washington, U.S. Civil Service Commission, Office of Public Affairs, 1977. 11p.
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At head of title: Federal civilian workforce statistics.
Continues Minority Group Employment in the Federal Government and Federal Civilian Employment of Women.
Descriptors: *Minority groups--Employment--Statistics / *Women--Employment--Statistics / *Civil service--Statistics / Federal government.

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Debunking the myths of affirmative action. National Association for Women Deans, Administrators, and Counselors journal, 41:105-108, Spring 1978.
Descriptors: *Affirmative action--Evaluation / Affirmative action--Public opinion.

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Heckert, Richard E.
Business ethics in an international setting. Vital speeches of the day, 44:428-430, May 1, 1978.
Descriptors: *Business ethics / *Executives--Ethics / *Overseas executives.

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The public service ethic and the professions in state government. Southern review of public administration, 1:510-528, March 1978.
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Odiorne, George S.
Managerial style; ten elements of management style for the eighties. Westfield, Mass., MBO, 1977. 16p.
At head of title: Special management report.
Descriptors: *Leadership style / *Executives--Characteristics / Forecasting.

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Zen and the art of management. Harvard business review, 56:153-162, March-April 1978.
Descriptors: *Leadership style--Comparative studies / Japan / United States / *Communication in personnel management--Comparative studies / Decision-making / Incentive awards / *Executives--Characteristics--Comparative studies.

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Pearse, Robert F.
Manager to manager II: what mangers think of their managerial careers. New York, AMACOM, 1977. 65p.
Descriptors: *Executives--Attitudes / *Middle mangers--Attitudes / *Supervisors--Attitudes / *Job satisfaction research.

6-65 Tech. Rpts. ED-141-509

Scissions, Edward H.
Executive abilities: implications for the counseling and training of middle and senior executives. Washington, Educational Resources Information Center, 1977. 35p. (ED-141-509)
Paper presented at the Adult Education Research Conference, Minneapolis, April 20-24, 1977.
Descriptors: *Executives--Characteristics--Research / *Counseling / *Executives--Training / *Middle managers--Characteristics--Research.

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U.S. Civil Service Commission.
Executive personnel in the Federal service, November 1977. Prepared by Bureau of Executive Personnel. Washington, U.S. Govt. Print. Off., 1978. 67p.
Descriptors: *Executives--Characteristics / *Women executives--Characteristics / Executives--Personnel policies / Federal government / *Executives--Statistics.

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Lifespace variables and managerial success. Journal of applied psychology, 63:81-88, February 1978.
Descriptors: *Success in employment--Research / Executive effectiveness / *Executives--Characteristics.

EXECUTIVES--COMPENSATION

6-68

Lots of perks for government brass, too. U.S. news & world report, 84:72-73, May 1, 1978.
Descriptors: *Executive perquisites / Federal employees / Cabinet officers / Executive families / Members of Congress / Presidents--U.S.

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6-69

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Crackdown on executive perks. Dun's review 111:68-69+, May 1978.

Descriptors: *Executive perquisites / U.S. Securities and Exchange Commission / Members of Congress / Executive perquisites--Taxation.

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Perham, John.

Pinpointing the cost of living for executives. Dun's review, 111:62-63, April 1978.

Descriptors: *Executives--Pay / *Cost and standard of living--Comparative studies / *Relocation.

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Top 100 compensation study. New York, 1977. 28p.

Descriptors: *Executive compensation--Statistics / *Pay surveys / Incentive awards / Bonus system / Stock options / *Fringe benefits--Surveys.

EXECUTIVES--EVALUATION

6-73

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Measuring the process of managerial effectiveness. Academy of Management journal, 21:23-35, March 1978.

Descriptors: *Executive effectiveness / *Executives--Evaluation--Simulation methods / Content validity / Factor analysis.

EXECUTIVES--HEALTH AND MEDICAL CARE

6-74

Cook, Daniel D.

What worries managers most. Industry week, 197:54-59, May 1, 1978.

Descriptors: *Stress, Psychological / Executives / Executive effectiveness / *Executives--Health.

EXECUTIVES--RECRUITMENT

6-75

Lane, Harold E.

The case of the harrowing head-hunt. Personnel, 55:65-78, March-April 1978.

Descriptors: Training directors--Recruitment / *Executives--Recruitment--Case studies / *Executives--Selection--Case studies / Directors of corporations.

EXECUTIVES--RESPONSIBILITIES

6-76 Id33 .B81p

Brown, Peter G.

Personal liability of public officials, sovereign immunity, and compensation for loss. Columbus, Ohio, Academy for Contemporary Problems, 1977. 18p. (Law and ethics series no. 1)

Descriptors: *Political executives--Responsibilities / *Liability (Law)--Cases / State government / Local government / *Liability (Law).

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Pearson, Henry G.

"Person skills" vs. job techniques--an answer to student orientation. Personnel journal, 57:247-249, May 1978.

Descriptors: *Executives--Responsibilities / *College students / *Career planning.

EXECUTIVES--SELECTION AND TESTS

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Murray, Thomas J.

How not to become chief executive. Dun's review, 111:57-58, April 1978.

Descriptors: *Executives--Selection / *Executives--Characteristics.

EXECUTIVES--TRAINING

6-79

Phillips, Jack J.

How to survive a management training program. S.A.M. advanced management journal, 43:48-57, Spring 1978.

Descriptors: *Socialization / Adjustment (Psychology) / Trainees--Responsibilities / College graduates / *Executives--Training / Youth / *Labor turnover control / *Trainees--Attitudes.

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U.S. Civil Service Commission.

Executive effectiveness and organizational team building. Prepared by Bureau of Executive Personnel, Executive Personnel Technical Assistance Center. Washington, U.S. Govt. Print. Off., 1978. 37p. (EPTAP no. 5)

Descriptors: *Team development / *Team development--Case studies / *Management development / Executives--Training / Political executives--Training / Federal government.

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President's Committee on Employment of the Handicapped.

Affirmative action for disabled people; a pocket guide on Sections 503 and 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974. Washington, 1975? 12p.

Descriptors: *Handicapped--Employment / *Handicapped--Employment--Law and legislation.

HOURS OF WORK

6-82

Barkey, Patrick.

Flextime: the workweek revolution. Library journal, 103:713-715, April 1, 1978.

Descriptors: *Flexible working hours / Librarians / Library technicians.

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Night work; its effects on the health and welfare of the worker. Geneva, International Labour Office, 1977. 82p.

Descriptors: *Night work--Physiological aspects / *Night work--Social aspects / *Night work--Psychological aspects / Health, Employee.

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Winget, Charles M., Lewis Hughes and Joseph LaDou.

Physiological effects of rotational work shifting: a review. Journal of occupational medicine, 20:204-210, March 1978.

Descriptors: *Shift work--Physiological effect / *Health, Employee / Night work / Shift work--Pschological aspects.

HUMAN RELATIONS

6-85
Levinson, Harry.
The abrasive personality at the office. Psychology today, 11:78-84, May 1978.
Descriptors: *Behavioral problems / Socialization / Executives--Mental health / *Executives--Responsibilities / *Working climate.

6-86 Id72.9 .R58e
Roethlisberger, Fritz J.
The elusive phenomena; an autobiographical account of my work in the field of organizational behavior at the Harvard Business School, ed. by George F. F. Lombard. Cambridge, Mass., Harvard University Press, 1977. 500p.
Descriptors: *Organizational behavior--Study and teaching / *Executives--Education / Universities and colleges--Graduate work.

INCENTIVE AWARDS AND PROGRAMS

6-87 Tech. Rpts. PB-259-208
Myers, Sumner and E. E. Sweezy.
Why innovations falter and fail: a study of 200 cases (Federal incentives for innovation). Springfield, Va., National Technical Information Service, 1976. 51p. (PB-259-208)
Performing organization: Denver Research Institue.
Descriptors: *Technological innovations--Research / *Incentives--Research / *Suggestion systems--Research / Technological innovations--Case studies.

INSURANCE, HEALTH

6-88
Lublin, Joann S.
Companies fight back against soaring cost of medical coverage. Wall Street journal, 191:1+, May 10, 1978.
Descriptors: *Insurance, Health / *Health, Employee / *Medical care--Cost.

INSURANCE, LIFE

6-89 Ie571.5 .Un94s
U.S. Veterans Administration.
...Servicemen's and veterans group life insurance programs; annual report. Prepared by Department of Veterans Benefits. Washington, U.S. Govt. Print. Off., 1977. 18p.
Descriptors: *Insurance, Life--Statistics / *Veterans / *Military personnel / Federal government / *Insurance, Group--Statistics.

INTERCHANGE, PERSONNEL

6-90 S/I
Fedorowicz, Ronald J.
Have talent, will travel. Minnesota cities, 63:9-10, May 1978.
Descriptors: *Interchange, Personnel / *Intergovernmental personnel programs.

INTERVIEWING

6-91 Ie286 .H85d
Hsu, Linda and Barry R. Morstain.
Delaware cooperative police selection study; recommendations for the oral interview in police selection. Newark, University of Delaware, 1977. 50p.
Descriptors: *Interviewing / *Police--Selection / Halo effect / Local government.

6-92
Short, Lawrence O. and Lynville E. Taber.
The selection interview: an interim approach. Public personnel management, 7:143-147, March-April 1978.
Descriptors: *Interviewing.

INVASION OF PRIVACY

6-93

Linowes, David F.

Are new privacy laws needed? Vital speeches of the day, 44:436-439, May 1, 1978.

Descriptors: *Invasion of privacy.

JOB ANALYSIS

6-94 Ie32 .Un35jec

U.S. Civil Service Commission.

Job analysis of entry level firefighting: a comparison of District of Columbia firefighters and a nationwide sample. Prepared by Paul van Rijn, Test services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 83p. (Technical study 77-20)

Descriptors: *Job analysis / *Fire fighters / *District of Columbia.

6-95 Ie32 .Un35jd

U.S. Civil Service Commission.

Job analysis of entry-level firefighting in the District of Columbia Fire Department: a duty/task approach. Prepared by Paul van Rijn, Test Services Section, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 40p. (Technical memorandum 77-5)

Descriptors: *Job analysis / *Fire fighters / *District of Columbia / *Task analysis.

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Job analysis of entry level firefighting in the District of Columbia Fire Department: supervisory perception of the entry level job. Prepared by Paul van Rijn, Test Se2vices, Personnel Research and Development Center, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1977. 43p. (Technical memorandum 77-8)

Descriptors: *Fire fighters / *District of Columbia / *Job analysis / Task analysis / Supervisors--Attitudes.

JOB DESIGN

6-97

Hall, Douglas T. and others.

Effects of top-down departmental and job change upon perceived employee behavior and attitudes: a natural field experiment. Journal of applied psychology, 63:62-72, February 1978.

Descriptors: *Employee attitudes / Four-day workweek / *Job design / Job satisfaction research / Change (Psychology) / Canada--Civil service / *Reorganization plans.

JOB SATISFACTION

6-98

Driscoll, James W.

Trust and participation in organizational decision making as predictors of satisfaction. Academy of Management journal, 21:44-56, March 1978.

Descriptors: *Participative management / *Job satisfaction research / College professors / Decision making / Trust (Psychology).

6-99

Futrell, Charles M.

Effects of pay disclosure on satisfaction for sales managers: a longitudinal study. Academy of Management journal, 21:140-144, March 1978.

Descriptors: *Pay policies / *Job satisfaction research / Pay rates.

JOB SATISFACTION (Cont'd)

6-100
Motowidlo, Stephan J. and Walter C. Borman.
Relationships between military morale, motivation, satisfaction, and unit effectiveness. Journal of applied psychology, 63:47-52, February 1978.
Descriptors: *Morale / Military personnel / *Job satisfaction / Motivation / Performance.

6-101
O'Reilly, Charles A., III and Karlene H. Roberts.
Supervisor influence and subordinate mobility aspirations as moderators of consideration and initiating structure. Journal of applied psychology, 63:96-102, February 1978.
Descriptors: *Supervisors--Characteristics / *Job satisfaction research / Employee attitudes / *Leadership style.

6-102
Saal, Frank E.
Job involvement: a multivariate approach. Journal of applied psychology, 63:53-61, February 1978.
Descriptors: *Work values--Research / Job factors / Employee attitudes / *Organizational committment / *Personality / *Demographic characteristics.

6-103
Why so many congressmen are quitting. U.S. news & world report, 84:37-38, May 1, 1978.
Descriptors: *Members of Congress--Retirement / *Job satisfaction.

6-104
Youngs, Bettie B.
Self-renewal: an answer to career stagnancy. National Association for Women Deans, Administrators and Counselors journal, 41:117-119, Spring 1978.
Descriptors: *Employee development / *Job satisfaction.

JOB SEARCH

6-105
Torrance, T. R.
If you're looking for a P & IR job. Canadian personnel and industrial relations journal, 25:26-29, May 1978.
(P & IR = personnel and industrial relations)
Descriptors: *Personnel directors / *Job search.

LABOR FORCE

6-106
Murray, Thomas J.
The big hunt for secretaries. Dun's review, 111:88-90, May 1978.
Descriptors: *Secretaries / *Labor supply.

6-107 Id224 .Un17s No. 208
U.S. Bureau of Labor Statistics.
Labor force trends: a synthesis and analysis, by Robert W. Bednarzik and Deborah P. Klein. Washington, U.S. Govt. Print. Off., 1978. 15p. (Special labor force report no. 208)
Reprinted with supplementary tables from Monthly Labor Review, October 1977.
Descriptors: *Labor force--Statistics / *Women--Employment--Statistics / *Labor force--Characteristics.

LABOR-MANAGEMENT RELATIONS

6-108
Feyerherm, Ann E. and Paul M. Muchinsky.
Structural and attitudinal factors related to collective negotiations in public school systems. Journal of collective negotiations in the public sector, 7:73-82, no. 1 1978.
Descriptors: *Teachers--Collective bargaining--Research / Iowa--Civil service / *Teachers--Attitudes.

6-109
Flango, Victor E. and Robert Dudley.
Who supports public employee strikes? Journal of collective negotiations in the public sector, 7:1-9, no. 1 1978.
Descriptors: *Strikes--Public opinion / Government employees / *Right to strike--Public opinion.

6-110
Fulmer, William E.
When employees want to oust their union. Harvard business review, 56:163-170, March-April 1978.
Descriptors: *Labor-managment relations / *Representation election / Unions--Recognition / *Executives--Responsibilities.

6-111 HD6508 .H12c
Haggard, Thomas R.
Compulsory unionism, the NLRB, and the courts; a legal analysis of union security agreements. Philadelphia, University of Pennsylvania, Wharton School, Industrial Research Unit, 1977. 305p. (Labor relations and public policy series report no. 15).
Partial contents: Chap. X, Union security and the right to work in the public sector.
Descriptors: *Union security--Law and legislation / *Union security--Decisions / *U.S. National Labor Relations Board / Federal government / State government / Local government.

6-112
Helburn, I. B. and Darold T. Barnum.
Making personnel decisions by public referenda: campaigns for police and fire fighter collective bargaining in Texas. Public personnel management, 7:119-126, March-April 1978.
Descriptors: Texas--Civil service / *Police--Collective bargaining--Law and legislation / *Fire fighters--Collective bargaining--Law and legislation / *Citizen participation.

6-113
Kochan, Thomas A.
The politics of interest arbitration. Arbitration journal, 33:5-9, March 1978.
Descriptors: Law--History / *Compulsory arbitration / *Contract arbitration--Law and legislation / New York (State) / State employees / Fact-finding / *Law and politics.

6-114
Levine, Marvin J. and Joy J. Luna.
A comparison of impasse procedures in the public and private sectors: the Hawaii State teacher's experience. Public personnel management, 7:108-118, March-April 1978.
Descriptors: Hawaii / *Bargaining impasse procedures--Comparative studies / Bargaining impasse procedures--Law and legislation / Teachers.

LABOR-MANAGEMENT (Cont'd)

6-115
Merrell, Ronald D.
A conceptual model to determine the impact of collective bargaining on management practices. Public personnel management, 7:100-107, March-April 1978.
Descriptors: *Collective bargaining / *Management--Research / Unions / Employee attitudes / Simulation methods.

6-116
Rehfuss, John.
The public sector bargaining unit--thoughts raised by the literature and the Illinois experience. Journal of collective negotiations in the public sector, 7:45-60, no. 1 1978.
Descriptors: *Collective bargaining unit / Illinois--Civil service / Literature reviews / Local government.

6-117
Santillo, Rosemary and Harry E. Randles.
A report on arbitrators and arbitration in central New York State. Journal of collective negotiations in the public sector, 7:11-36, no. 1 1978.
Descriptors: New York (State)--Civil service / *Arbitration and awards--Research / *Arbitrators--Characteristics.

6-118
Schramm, Leroy H.
The job rights of strikers in the public sector. Industrial and labor relations review, 31:322-335, April 1978.
Descriptors: Local government / State government / *Removal / *Strikes--Law and legislation / *Tenure.

6-119 Ie621 .Sco3s
Scope of public-sector bargaining, by Walter J. Gershenfeld, J. Joseph Loewenberg, and Bernard Ingster. Lexington, Mass., D.C. Heath, 1977. 211p.
First George W. Taylor Memorial Conference on Public Sector Labor Relations.
Descriptors: *Scope of bargaining--Addresses, essays, lectures / *Scope of bargaining / Federal government / State government.

6-120 Ie621 .T15L
Tamoush, Philip.
Local option in the administration of public sector employment relations: California experience and prospects. Berkeley, University of California, Institute of Industrial Relations, 1977. 65p.
Descriptors: *Labor-management relations--Law and legislation / County government / Municipal government / California--Civil service / New York (State)--Civil service.

6-121
Unit determination in the public sector. Midwest monitor (Midwest Center for Public Sector Labor Relations), p. 1-8, March-April 1978.
Descriptors: *Collective bargaining unit / State government / Collective bargaining / Michigan / Hawaii / Massachusetts / Minnesota / New Jersey / Wisconsin / New York (City).

6-122
Webster, Carol.
Arbitrating Title VII disputes: a proposal. Arbitration journal, 33:25-30, March 1978.
Descriptors: *Discrimination / *Grievance arbitration--Methods / U.S. Equal Employment Opportunity Commission.

LEADERSHIP

6-123
Sheridan, John E. and Donald J. Vredenburgh.
Usefulness of leadership behavior and social power variables in predicting job tension, performance, and turnover of nursing employees. Journal of applied psychology, 63:89-95, February 1978.
Descriptors: *Leadership style / *Labor turnover rates / Nurses / Performance / *Working climate.

MANAGEMENT

6-124 Id184 .D29m

Davis, Stanley M. and Paul R. Lawrence.
Matrix. Reading, Mass., Addison-Wesley Pub. Co., 1977. 235p.
Partial contents: Chap. 5, Matrix and the individual.
Descriptors: *Project management--Case studies / *Project management / *Organizational structure--Case studies / Organizational behavior.

6-125 Id72 .D98t

Dyer, William G.
Team building: issues and alternatives. Reading, Mass., Addison-Wesley Pub. Co., 1977. 139p.
Descriptors: *Team development--Case studies / *Team development / *Group training / Training planning.

6-126 Id22 .Ei5a

Eilon, Samuel.
Aspects of management. New York, Pergamon Press, 1977. 162p.
Descriptors: *Management--Methods / *Leadership style / *Executives--Abilities / Participative management / Decision-making.

MINORITY GROUPS--EMPLOYMENT

6-127

Hispanics push for bigger role in Washington. U.S. news & world report, 84:58+, May 22, 1978.
Descriptors: *Spanish-speaking Americans--Employment / Minority groups--Discrimination / Spanish-speaking Americans--Characteristics / Federal employees.

6-128

Thompson, Frank J. and Bonnie Browne.
Commitment to the disadvantaged among urban administrators: the case of minority hiring. Urban affairs quarterly, 13:355-378, March 1978.
Descriptors: *Personnel officers--Attitudes / *Minority groups--Employment / Equal opportunity in employment / Municipal employees / Disadvantaged--Employment.

6-129 Ie152 .Un17w

U.S. Bureau of Labor Statistics.
Workers of Spanish origin: a chartbook. Washington, U.S. Govt. Print. Off., 1977. 71p. (Bulletin no. 1970)
Descriptors: *Spanish-speaking Americans--Employment--Statistics / *Mexican Americans--Employment--Statistics / *Puerto Ricans--Employment / Spanish-speaking Americans--Characteristics / Unemployed--Statistics / Spanish-speaking Americans--Pay.

6-130 Ie152.5 .Un35m 1976 (May)

U.S. Civil Service Commission.
Minority group employment in the Federal government, May 1976. Prepared by Bureau of Personnel Management Information Systems. Washington, U.S. Govt. Print. Off., 1978. 195p. (SM 70-76A)
Continued by Equal Employment Opportunity Statistics.
Descriptors: *Minority groups--Employment--Statistics / *Minority group women--Employment / Federal government.

MINORITY GROUPS--EMPLOYMENT (Cont'd)

6-131 Ie152 .Un35p

U.S. Civil Service Commission.

A profile of Hispanic employment 1974-1976. Prepared by Ann Carmel, Special Employment Programs Support Section, Workforce Analysis and Statistics Division, Bureau of Personnel Management Information Systems. Washington, U.S. Govt. Print. Off., 1978. 52p. (SM 75-300)

At head of title: Federal civilian workforce statistics.

Descriptors: *Spanish-speaking Americans--Employment--Statistics / Spanish-speaking Americans--Education / *Minority group women--Employment / *Civil service--Statistics / Federal government.

MOTIVATION

6-132

Meyer, Mary C.

Demotivation--its cause and cure. Personnel journal, 57:260-266, May 1978.

Descriptors: Organizational commitment / *Productivity / *Motivation / *Orientation--Evaluation / *Job satisfaction / Interviewing / Alienation.

6-133 Ie543 .Schlm

Schaefer, Susan D.

The motivation process. Cambridge, Mass., Winthrop, 1977. 189p.

Descriptors: *Motivation / Executives--Abilities.

6-134

Terborg, James R. and Howard E. Miller.

Motivation, behavior, and performance: a closer examination of goal setting and monetary incentives. Journal of applied psychology, 63:29-39, February 1978.

Descriptors: *Goal setting / Motivation theory / *Motivation research / *Performance-based pay / Performance.

OLDER WORKER

6-135 Ie156. R34o

Rhine, Shirley H.

Older workers and retirement. New York, Conference Board, 1978. 55p. (Conference Board report no. 738)

Descriptors: *Older worker--Characteristics--Statistics / *Older worker--Employment--Statistics / *Women--Older worker--Employment / Age discrimination / Retirement--Compulsory.

ORGANIZATIONS

6-136

Golembiewski, Robert T., ed.

Perspectives on public sector OD. Southern review of public administration, 1:406-502, March 1978.

Contents: Introduction, by Robert T. Golembiewski; Societal changing and organization development, by Kenneth D. Benne; OD in the city: a potpourri of pluses and minuses, by Cecil H. Bell, Jr. and James E. Rosenzweig; The strategy and practical realities of OD in the U.S. Army, by Fred W. Schaum; Who threw the overalls (the public sector) in Mrs. Murphy's chowder (the theory and practice of OD)? by Raymond L. Forbes, Jr.; Organization development in SPAA curricula, by Richard D. Heimovics; The cross-cultural effects of an OD intervention: a conflict-confrontation design, by R. Wayne Boss, David J. Gouws and Takeshi Nagai.

(SPAA = Schools of Public Administration and Affairs.)

Descriptors: *Organization development / Public administration / U.S. Department of the Army / Organization development--Study and teaching / Municipal government / Federal government / Tacoma, Wash.--Civil service / Cross cultural studies / Organization development--Case studies / U.S. Department of the Navy / Organization development--Methods.

OVERSEAS PERSONNEL

6-137 Ic146.5 .Un35fe 1977

U.S. Civil Service Commission.
Federal jobs overseas. Prepared by Bureau of Recruiting and Examining. Washington, U.S. Govt. Print. Off., 1978. 13p. (BRE 18)
Descriptors: *Overseas personnel--Employment / *Overseas personnel--Recruitment / Federal government.

PARTICIPATIVE MANAGEMENT

6-138

Cummings, Thomas G., Edmond S. Molloy and Roy Glen.
A methodological critique of fifty-eight selected work experiments. Human relations, 30:675-708, August 1977.
Descriptors: *Participative management--Research / *Job enrichment--Research / Validity / *Experimental design--Evaluation.

6-139

Dachler, H. Peter and Bernhard Wilpert.
Conceptual dimensions and boundaries of participation in organizations: a critical evaluation. Administrative science quarterly, 23:1-39, March 1978.
Descriptors: *Participative management / Industrial democracy / Participative management--Theory / Employee development / Productivity / Participative management--Evaluation / Participative management--Methods.

6-140

Kemp, D. J.
Employee participation in organizational development. Canadian personnel and industrial relations journal, 25:19-22, May 1978.
Descriptors: *Organization development / *Participative management--Case studies.

6-141 HV7935 .K63p

Kirchhoff, William E. and James S. McKenna.
Participatory management in police administration. Washington, International City Management Association, 1976. 5p. (Management information service occasional papers no. 5)
Descriptors: *Participative management / *Police administration / Municipal employees.

PERFORMANCE EVALUATION

6-142

Cascio, Wayne F. and Enzo R. Valenzi.
Relations among criteria of police performance. Journal of applied psychology, 63:22-28, February 1978.
Descriptors: *Police / *Performance evaluation--Research / *Minority groups--Discrimination.

6-143

Civil service employees to be rated on new form. Department of State newsletter, p. 6-8, March 1978.
Forms are on pages 34-37.
Descriptors: *Performance evaluation--Methods / *Performance evaluation--Forms / U.S. Department of State / Federal employees / Equal opportunity in employment / Standards of performance.

6-144

Schneier, Craig E. and Richard W. Beatty.
The influence of role prescriptions on the performance appraisal process. Academy of Management journal, 21:129-135, March 1978.
Descriptors: *Performance evaluation--Research / *Peer ratings.

PERFORMANCE EVALUATION (Cont'd)

6-145 Ie398.5 .Un35g

U.S. Civil Service Commission.

A guide for improving performance evaluation; a handbook. Prepared by Priscilla Levinson, Bureau of Policies and Standards. Washington, U.S. Govt. Print. Off., 1978. 30p. (Personnel management series no. 28)

This material also appears as Appendix A of Federal Personnel Manual Chapter 430.

Descriptors: *Performance evaluation--Handbooks, manuals, etc. / *Performance evaluation--Methods / Federal government.

6-146

Wallace, Les.

Nonevaluative approaches to performance appraisals. Supervisory management, 23:2-9, March 1978.

Descriptors: *Performance evaluation / *Supervisors--Responsibilities / Human relations.

PERSONNEL DEPARTMENTS

6-147

Knowles, Ronald F.

Sources of personnel influence. Canadian personnel and industrial relations journal, 25:12-13+, May 1978.

Descriptors: *Personnel departments / *Influence / Decision-making / *Personnel directors.

6-148 Ie11 .As6a Vol. 7

PAIR policy and program management, ed. by Dale Yoder and Herbert G. Heneman, Jr. Washington, Bureau of National Affairs, 1977. 171p. (ASPA handbook of personnel and industrial relations, vol. 7)

(PAIR = personnel and industrial relations)

Descriptors: *Personnel department--Handbook, manuals, etc. / *Industrial relations--Handbooks, manuals, etc. / *Labor-management relations / Federal government.

PERSONNEL RECORDS

6-149 Ie16 .Un45h

U.S. Department of State.

Human resources information systems. Washington, U.S. Govt. Print. Off., 1977. 159p.

Partial contents: Methodology for HRIS--the conceptual framework; HRIS test results and evaluation; HRIS and position classification.

(HRIS = human resources information systems)

Descriptors: *Personnel information systems--Research / *U.S. Department of State / Position classification / Job descriptions / Federal government.

POLITICAL ACTIVITY

6-150 JK2279 .Un38s

U.S. Congress. Senate.

Senate campaign information; a compilation of Federal laws and regulations governing United States Senate elections in 1978. Compiled by the Senate Library.... Washington, U.S. Govt. Print. Off., 1978. 347p.

Partial contents: Pt. IV, Laws and regulation relating to Federal and state employees and their political activities.

Descriptors: *Political activity--Law and legislaton / *Elections--Law and legislation / *U.S. Senate / Federal government.

POSITION CLASSIFICATION

6-151

Norried, Barbara.

U.N. looking at position classification in the U.S.A. Classifiers column (Classification and Compensation Society), 9:Insert, May 1978.

Includes: Attachment II, Further study of equivalencies of grade between the United Nations common system and the United States civil service (Note by the Secretariat of ICSC); annex I, ICSC draft job classification standards; annex II, Guidelines for preparing the job description; annex III, Job series to be used for further UN/US grade equivalency study.

Descriptors: *Executives--Position classification / *Job descriptions / *International civil servants / Federal government / *Position classification--Comparative studies / *Position standards / *United Nations / *Job analysis.

PRODUCTIVITY

6-152

Jauch, Lawrence R., William F. Glueck and Richard N. Osborn.

Organizational loyalty, professional commitment, and academic research productivity. Academy of Management journal, 21:84-92, March 1978.

Descriptors: *Organizational commitment / *Productivity--Research / College professors / Research.

6-153 Id214 .Un71f

U.S. National Center for Productivity and Quality of Working Life.

The future of productivity; report of a national conference, Washington, D.C., Nov. 16-17, 1976. Washington, U.S. Govt. Print. Off., 1977. 139p.

Sponsored by U.S. National Center for Productivity and Quality of Working Life and the Council on International Economic Policy, and Research Applied to National Needs Program of the National Science Foundation.

Partial contents: Some factors influencing productivity growth, by Edward F. Denison.

Descriptors: *Productivity--Conferences / *Productivity improvement.

6-154 Id68 .Un73h 1977

U.S. National Technical Information Service.

Human work measurement (a bibliography with abstracts), ed. by Carolyn A. Shonyo. Rev. ed. Springfield, Va., National Technical Information Service, 1977. 133p. (NTIS/PS-77/1054)

Descriptors: *Work measurement--Bibliography / *Productivity--Bibliography / Task analysis--Bibliography / Job analysis--Bibliography.

PROFESSIONAL EMPLOYEES

6-155

Hine, Peggy A. and Janina C. Latack.

The paradox of the part-time professional. National Association for Women Deans, Administrators and Counselors journal, 41:98-101, Spring 1978.

Descriptors: *Professional employees / Women professional employees / *Part-time workers / *College professors / Women--Discrimination / *Compensation.

PROMOTION

6-156

Greenberg, Karen.

Picking the fastest route to the top. S.A.M. advanced management journal, 43:58-64, Spring 1978.

Descriptors: *Success in employment / Management development / *Executives--Promotion / Youth / *Career planning.

PROMOTION (Cont'd)

6-157

Read, Barnes confront and answer questions on promotions. Department of State newsletter, p. 5+, March 1978.

Benjamin H. Read is Deputy Under Secretary, Department of State; Harry G. Barnes, Jr., Director General and director of personnel.

Descriptors: *Foreign service officers--Career opportunities / *Promotion.

PUBIC ADMINISTRATION

6-158 Ia11 .G57p

Golembiewski, Robert T.

Public administration as a developing discipline. New York, Marcel Dekker, 1977. 2v.

Contents: Vol. 1, Perspectives on past and present; vol. 2, Organization development as one of a future family of miniparadigms.

Descriptors: *Public administration / *Organization development / Change, Organizational.

6-159

Jreisat, Jamil.

Public administration and the theory/practice controversy. Southern review of public administration, 1:503-509, March 1978.

Descriptors: *Public administration--Study and teaching / *Teaching--Evaluation.

6-160

Steiner, Richard.

Communication between government and citizen: open or closed book? Southern review of public administration, 1:542-561, March 1978.

Descriptors: *Communication / *Public administration--Public opinion / Administrative agencies / New York (State)--Civil Service / *Government correspondence--Evaluation / *State government--Public opinion.

RELOCATION

6-161

Gallese, Liz R.

Women managers say job transfers present a growing dilemma. Wall Street journal, 191:1+, May 4, 1978.

Descriptors: *Women executives--Employment / *Relocation.

RETIREMENT

6-162

Cutbacks coming in pensions for military? U.S. news & world report, 84:71, April 24, 1978.

Descriptors: *Pensions, Military.

6-163

Kelm, W. A.

The strange debate on pensions. Optimum (Canada), 9:15-23, no. 1 1978.

Descriptors: Canada--Civil service / *Pension financing / Pensions.

6-164

Louviere, Vernon.

How old is old? Nation's business, 66:48-50+, March 1978.

Descriptors: *Retirement--Compulsory--Evaluation / Age.

RETIREMENT (Cont'd)

6-165
Lynch, Mitchell C.
Soaring pension costs for public employes plague states, cities. Wall Street journal, 191:1+, May 5, 1978.
Descriptors: *Pension funds / *Pension financing / State government / Local government.

6-166 Ie708.3 .M47e
Meier, Elizabeth L. and Helen K. Bremberg.
ERISA: progress and problems; an early assessment of the pension reform law and its impact on older workers. Washington, National Council on the Aging, 1977. 58p.
Sponsored by Florence V. Burden Foundation.
Descriptors: *Pensions--Law and legislation / *Older worker--Employment.

6-167
Pospisil, Vivian C.
Age 70 retirement stuns industry. U.S. news & world report, 197:44-46, April 17, 1978.
Descriptors: *Retirement--Compulsory--Law and legislation / Retirement age / *Retirement--Compulsory--Evaluation.

6-168 Ie711 .Un35fe 1977
U.S. Civil Service Commission.
FED facts on the civil service retirement system. Prepared by Office of Public Affairs. Washington, U.S. Govt. Print. Off., 1977. Leaflet. (FED facts 3)
Descriptors: *Retirement--Eligibility / *Retirement benefits / *Retirement / Federal government.

6-169
What you face with the change in mandatory retirement. What's ahead in personnel, p. 1-4, April 1978.
Descriptors: *Retirement--Compulsory / Federal employees / Performance / Older worker--Employment / Pension financing.

RETIREMENT PLANNING

6-170
How to help employees prepare for retirement. Business week, p. 137+, April 24, 1978.
Descriptors: *Retirement planning / Retirement planning--Costs.

SAFETY

6-171
Marino, Michael F.
The Occupational Safety and Health Act and the Federal workplace. Advisor (Navy, Office of Civilian Manpower Management), 12:18-27+, Spring 1978.
Descriptors: *Safety--Executive orders / Contractors / Federal employees / State employees / Safety--Law and legislation / U.S. Occupational Safety and Health Administration.

6-172 Ie558 .P92o
Presidential Task Force on Reform of Occupational Safety and Health Administration.
OSHA safety regulation. Report of..., ed. by Paul W. MacAvoy. Washington, AEI, 1977.
101p. (AEI studies no. 151)
Ford administration papers on regulatory reform.
Descriptors: *Safety regulations.

SCIENTISTS AND ENGINEERS

6-173 Ie172 .En3pL 1977

Engineers Joint Council.

The placement of engineering and technology graduates 1977. New York, 1977. 40p.

Descriptors: *Engineers--Employment--Statistics / *Engineers--Pay--Statistics / *Technicians--Employment--Statistics / *Technicians--Pay--Statistics / College graduates / Junior colleges.

SUPERVISION

6-174

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